

STATE OF IDAHO
DEPARTMENT OF JUVENILE CORRECTIONS

2010 Grant Guidelines
for
ENFORCING UNDERAGE DRINKING LAWS
COMMUNITY COALITION MINI-GRANT PROJECT

Description of Funding and Submission of Applications

- A. Funding Source: Office of Juvenile Justice and Delinquency Prevention (OJJDP)
Enforcing Underage Drinking Laws (EUDL) Program
- B. Funding Available: **\$50,000 (\$3,000 per mini-grant)**
- C. Announcement #: **08-UDCC**
- D. Postmark Deadline: **January 15, 2010**
- E. Eligible Applicants: Units of local government (cities and counties), school districts, private non-profit organizations, faith-based organizations, and federally recognized tribes in Idaho.
Non-profit organizations with 501(c)(3) status in Idaho may apply directly to IDJC for this grant opportunity, and do not need to approach a unit of local government to request funding prior to application.
- F. Matching Funds: **Matching funds are not required for this program**
- G. Submission of Applications: **Eleven (11)** applications (1 original and 10 copies) must be postmarked by **January 15, 2010**
- H. Funding Cycle: April 1, 2010 – March 31, 2011.
- I. Application Form: Please use the EUDL Community Coalition Form.

These grant guidelines and the application packet are available from the IDJC web site at www.idjc.idaho.gov or can be requested on diskette, e-mail, or hardcopy by calling 334-5100, Ext. 413, or by e-mail: jessica.williams@idjc.idaho.gov. For information regarding strategies to combat underage drinking, contact Nancy Lopez, Enforcing Underage Drinking Laws Coordinator, at nancy@preventionhome.com or phone (208) 357-4443.

This funding may **ONLY** be used to prevent and reduce underage drinking (alcohol).
Funds may **NOT** be used to address issues with any other substances.

1. Introduction and Description of Funding

The Prevention subcommittee of the Interagency Committee on Substance Abuse Prevention and Treatment prioritized four **risk factors** to address through all prevention activities statewide:

1. Community laws and norms favorable toward alcohol and drug use;
2. Favorable parental attitudes and involvement in the problem behavior;
3. Lack of commitment to school; and
4. Favorable peer attitudes toward the problem behavior.

The Idaho Department of Juvenile Corrections (IDJC), in partnership with the Office of Drug Policy, is the designated agency to administer federal Enforcing Underage Drinking Laws program. The Department is seeking to fund prevention and intervention strategies facilitated by community coalitions. The primary goals of the EUDL program are to reduce the availability of alcohol to underage drinkers, the occasions for underage drinking, and the demand for alcohol among young people. Environmental management is a critical focus to reduce underage drinking.

Applicants may request up to \$3,000 of the \$50,000 available statewide. Limit of one award per organization.

Allowable activities for this mini-grant program are:

Media campaigns

Media literacy

Coalition development

Town hall meetings

Social norming

School-based prevention

Community-based prevention

Parent engagement

Environmental Management:

Environmental management is based on the fact that people's behavior, including their use of substances, is powerfully shaped by their environment, including the messages and images delivered by the mass media, the norms of their communities and other social groups, the availability of substances, and so forth. Thus, effective prevention requires appropriately modifying the physical, legal, economic, and socio-cultural processes of the community at large that contribute to substance abuse and related problems (Holder, 1999). By targeting environmental factors, this approach to prevention differs from more traditional, individually-oriented strategies, which tend to accept the environment and the risks it imposes as given and instead focus on enhancing individuals' abilities to resist its temptations.

Holder, H. D. (1999). *Prevention aimed at the environment*.
In B. S. McCrady and E. E. Epstein (Eds.),
Addictions: A comprehensive guidebook
(pp. 573–594). New York: Oxford University Press.

2. Prohibitions and Limitations

The following list highlights specific funding limitations and is provided for quick reference. This list is not comprehensive of all federal and state guidelines for grant funded programs.

- A. The Idaho Department of Juvenile Corrections will not be liable for any costs incurred by a selected project prior to the execution of the official award.
- B. Acquisition of land with grant funds is prohibited.
- C. OJJDP funds cannot be used to serve adults unless the service is a parenting class or family counseling.
- D. OJJDP funds cannot be used for construction or renovation. Equipment must be directly related to service delivery programs and/or projects.
- E. **OJJDP funds cannot be used for refreshments, novelty items, prizes, incentives, clothing or entertainment.**
- F. Consultants cannot be paid more than \$450 per day or \$56.25 per hour with OJJDP funds.
- G. Allowances for meals while traveling cannot exceed State of Idaho guidelines of \$30.00 per day within Idaho. The out-of-state reimbursement rate is the same as in-state, but the Board of Examiners allows a higher federal allowance in locations published in IRS publications. You may view the guidelines at: <http://www.gsa.gov>. Subgrantees using established internal travel policies may use rates defined by those policies or state rates, **whichever are lower.**
- H. Non-Supplanting: OJJDP grant funds cannot be used to replace state or local funds, but can be used to increase the amounts of such funds that would, in the absence of federal aid, be made available for juvenile justice activities.
- I. OJJDP funds may not be used to support fundraising or lobbying activities.
- J. Payment for approved expenditures is made on a **reimbursement** basis only.
- K. Indirect or administrative costs are allowable but may not exceed 5% of the direct costs of a project.
- L. Projects **MUST** be operational within 90 days of start-up date or the grant may be closed. IDJC must be notified if project will not begin within 60 days of start-up date.

3. Deadline and Submission of Proposals

The Idaho Department of Juvenile Corrections will accept applications through **January 15, 2010**. Applications will not be accepted if postmarked after this date.

Please use the EUDL Coalition Application Form.

One (1) original and ten (10) copies of the proposal must be submitted. Proposals shall become the property of the State of Idaho and the names of the applicants will become public information. Be sure each application is stapled once in the upper left hand corner and not spiral bound or placed in a folder. Send applications to the Idaho Department of Juvenile Corrections, P.O. Box 83720, Boise, ID 83720-0285. **Faxed or e-mailed applications cannot be accepted.**

The Application Form must be signed by the Chief Executive Official of the sponsoring organization or the proposal will not be considered for funding.

4. Technical Assistance

All applicants are encouraged to seek technical assistance from Department staff:

Nancy Lopez, State Coordinator, Enforcing Underage Drinking Laws (Idaho Falls) (208) 357-4443
Alan Miller, Grants/Contracts Officer (Boise) (208) 334-5100, Ext. 442

5. Timelines

The following timetable has been established for proposal submission, review, and announcement of awards.

January 15, 2010	Postmark deadline for all grant applications
February 17, 2010	Grant Review Meetings
March 15, 2010	Award Notification

6. Proposal Requirements, Evaluation Criteria, and Available Points

Applicants are encouraged to use the proposal outline and checklist below. **IMPORTANT !** Specific items must be included in the proposal. These items will be indicated as such, and if not included, the proposal will be considered non-responsive and not reviewed. Five evaluation categories are outlined below with a total of 100 available points. **To receive funding consideration an applicant must score a minimum of 65% of the available points.**

Please note this is a competitive process and a peer review panel will score proposals based on the quality, clarity, and depth of responses to the information requested. Funding consideration will begin with the highest scoring proposals and continue until funds are exhausted or no eligible proposals remain.

FORMS

The General Application Forms are provided in the Application Packet (www.djc.state.id.us then click on Community Based Funds). **If the Application is not signed by an authorizing official, the application will be considered non-responsive.**

Conditions

- By signing the application, the Executive Official of the sponsoring organization agrees to comply with all state and federal laws, regulations, certifications and assurances, and special conditions of the grant.
- By signing the application, the applicant certifies they are not a debarred vendor and none of the organizations or individuals contracting or partnering with applicant are debarred vendors. A list of debarred vendors can be viewed at <http://epls.arnet.gov/>

SUMMARY

Provide a one-page summary of the project, including budget information. This will be the first page reviewers will see. Be clear, concise, and accurate. This form is provided in the application packet. **If this item is not included as the first page, the application will be considered non-responsive and will not be reviewed.**

NARRATIVE

20 Points – Community Description/Problem

1. Provide a clear definition of service area **boundaries** (city, county, multiple counties) and a description of the community (population, number of juveniles under 18, school districts, etc.).
2. Describe the nature of the underage drinking **problem** in your jurisdiction. This could include actual consumption such as binge drinking or other problems including impaired driving, violent crime, unsafe sexual practices, poor academic performance, etc. Include quantitative information such as arrest rates, number of school incidents, survey results, etc. *See Appendix A – Useful Websites, for sources of data.*
3. Describe the perceived **causes** of the underage drinking problems in your jurisdiction. These may include availability of alcohol, lack of enforcement of alcohol-related laws, poor parental controls, social norms, etc.
4. Describe the **current efforts** to address the problem of underage drinking in your jurisdiction.

35 Points – Program Action Plan

1. Identify the **risk factor(s)** noted in Section 1 of this announcement you intend to impact with this mini-grant program.
2. Identify specific **objectives** for each strategy. Objectives should be written to describe the change you intend to create for a specific population (*i.e. by the end of the grant period, 85% of the youth completing the Project Northland program will report increased resistance to using alcohol as measured by a standardized survey*).

3. Describe the **activities** you will complete to meet your objectives. Please provide a detailed description of your activities so the grant review committee will have a complete understanding of the action steps you intend to follow to accomplish your objectives.
4. Describe your **Performance Indicators and Evaluation Method** to track and analyze data. Include the tools you intend to use in the Appendix (i.e. surveys, pre/post tests, etc.).
5. Include a **timeline** for implementation that fully identifies dates of events and benchmarks.

25 Points – Project Administration / Coordination

1. Describe the experience and ability of the applicant agency to manage federal grants.
 - The Grant Review Committee must determine if the applicant agency has the capacity to manage a federal grant. Private non-profits including faith-based organizations must attach evidence of financial viability, such as a current audit report or balance sheet.
2. Provide the **qualifications** of the key staff who will administer the project. Include individual resumes, and relative professional licenses or certifications.
 - The Grant Review Committee must determine if program staff are qualified to perform the functions described. **Job descriptions and/or resumes, where appropriate, must be included to be considered for funding.**
3. Provide a clear statement of how the proposed project will be **coordinated** with other activities to reduce underage drinking in the service area.
 - Provide letters of support indicating working relationships with other agencies in the service area. *A lack of letters from other agencies may put an applicant at risk of losing points in the scoring process.*
4. Describe your community **coalition** and its mission. Identify the members of your coalition, and the Coalition Chair and/or the Underage Drinking Project Coordinator.
 - Community coalitions should include a diverse cross-section of the community to include youth, elected officials, juvenile justice, law enforcement, community and faith-based organizations, schools, units of local government, parents, Regional Substance Abuse Authority members, Safe and Drug Free School Coordinators, etc.
 - **The Coalition MUST include Youth members.** ←

20 Points – Budget Information

1. Using the line item budget forms in the Application Packet, provide a **budget** that will allow the project to operate efficiently.
2. On the **Budget Description** page, detail and justify the need for each cost. Include the calculations used to reach line item totals on the Budget Form. All expenses in the budget must be *reasonable, necessary, and allocable to the project*. Expenses may be disapproved if insufficient evidence is provided to determine them as reasonable and necessary. *Be sure to double-check your math and compare the numbers on the Budget Form and Budget Description.*
3. Private, non-profit organizations including faith-based organizations **MUST** provide documentation showing **financial viability** to sustain the proposed program for periods of 60-90 days before federal funds for reimbursement are received. Documentation could include a balance sheet, audit statement, profit/loss statement, etc.

100 Total Points

APPENDIX

1. Private, non-profits including faith-based organizations must include documentation showing **financial viability** to sustain the proposed program for periods of 60-90 days before federal funds for **reimbursement** are received.
2. Literature cited.
3. Resume, credentials, and/or job descriptions of key staff.
4. Letters of support from community leaders and organizations.

7. Rejection of Proposals

The Department reserves the right to reject all applications received.

8. Reconsideration Process

An applicant shall have ten (10) calendar days from the date of the letter of rejection in which to request reconsideration by the Commission. Delivery of the reconsideration letter may be made by hand or first class mail to the Department of Juvenile Corrections, 954 W. Jefferson St., Boise, ID 83702, or P.O. Box 83720, Boise, ID 83720-0285. The reconsideration letter must be **received** by IDJC no later than ten (10) calendar days after the date of the correspondence providing notification of the rejection of the application. If the reconsideration is not **received** within the ten (10) day period, the applicant will forfeit the right for reconsideration.

Reconsideration is available to applicants who were denied funding entirely. Applicants receiving a grant award less than their requested amount are not eligible for reconsideration. Reconsideration letters may not introduce new information, but may identify information in the original grant application that is relevant to the specific areas noted in the regret letter where the proposal received low scores.

APPENDIX A

SAMPLE MODEL PROGRAMS

YOUTH, PARENTS, COMMUNITIES

Project Northland: An Alcohol Prevention Curriculum
<http://www.epi.umn.edu/projectnorthland/Default.Html>
Classroom, parents, community, peers.

Too Smart to Start www.toosmarttostart.samhsa.gov
Community actions and initiative toolkit targeting parents and 9-13 year-olds.

WHOLE COMMUNITY (Universal)

Communities Mobilizing for Change on Alcohol
<http://modelprograms.samhsa.gov/pdfs/model/Cmca.pdf>
Intended to affect all community members.

A Fork in the Road – FACE <http://www.faceproject.org>
Resources to educate people about the IOM report on underage drinking.
Community profile tool.

Environmental Assessment Resource:

Cobb County Georgia Community Profile Project
<http://www.cudtf.org> Click on “Resources” and then “Community Profile Project.”
Environmental scan and community assessment project involving youth to set community priorities.

YOUTH and PARENTS

Lions Quest Skill for Adolescence <http://lions-quest.org/>
Classroom, grades 6-8.

Project Alert <http://www.projectalert.com/default.asp>
Classroom, homework with parents, 11-14 year olds

APPENDIX B

USEFUL WEBSITES

Idaho Office of Drug Policy
<http://odp.idaho.gov/>

Idaho College Health Coalition
<http://www.boisestate.edu/healthservices/ICHC/>

Idaho Transportation Department
<http://itd.idaho.gov/>
www.xtr4.com
Safe driving web site for youth

Idaho Department of Health and Welfare
<http://www.healthandwelfare.idaho.gov/Default.aspx>
data, research, links, Vital Statistics
<http://www.healthandwelfare.idaho.gov/#General%20Information>
Facts and Figures

Idaho State Police. Planning, Grants, and Research
<http://www.isp.state.id.us/>
Information, data, research, links,

Idaho Department of Education, Safe and Drug Free Schools
<http://www.sde.idaho.gov/sdfs/freelibrary.asp>
School Climate Survey, data, best practices, resources

Idaho RADAR Network Center
<http://hs.boisestate.edu/RADAR/>
Alcohol, tobacco, and drug information

Idaho Substance Abuse Prevention at:
<http://www.preventionidaho.net>
Regional prevention plans

Idaho Substance Abuse Treatment:
<http://substanceabuse.idaho.gov>
Prevention/treatment info

Parents Empowered
<http://www.parentsempowered.org/>

National Institutes of Health, National Institute on Alcohol Abuse and Alcoholism
<http://www.niaaa.nih.gov>

Stop Alcohol Abuse
<http://www.stopalcoholabuse.gov/>

Center for Enforcing Underage Drinking Laws
www.udetc.org
Conferences, Audio Conferencing, Publications Collection

Strategies to Reduce Underage Alcohol Use: Typology and Brief Overview
<http://www.udetc.org/documents/strategies.pdf>

Leadership to Keep Children Alcohol Free
<http://www.alcoholfreechildren.org/>
Information, research, links, news

SAMHSA Evidence-based Programs and Practices:
<http://nrepp.samhsa.gov>

Latest National Survey on Drug Use and Health, Substance Abuse and Mental Health Services Administration
<http://www.oas.samhsa.gov/NSDUH.htm#NSDUHinfo>
Facts and data

Center for Substance Abuse Prevention
<http://prevention.samhsa.gov/about/default.aspx>
Communities That Care

Cobb County Underage Drinking Task Force
<http://www.cudtf.org/efforts.htm>
Ideas for community coalitions